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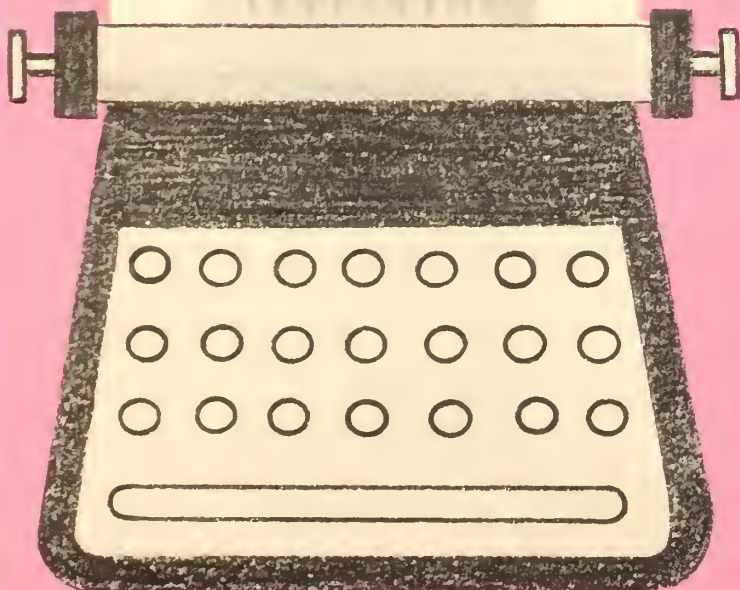
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USDA

has
interesting
jobs in the

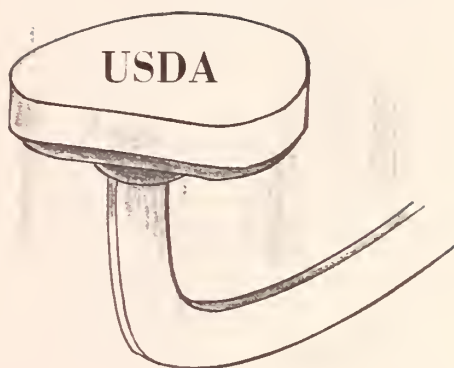
**SECRETARIAL
FIELDS**

IN WASHINGTON, D.C.



U.S. Department of Agriculture
Miscellaneous Publication No. 1081





WHAT USDA DOES

Finds new methods to feed our growing population and exports our skills to end world hunger.

Improves cotton, wool and other fibers that agriculture produces to clothe the Nation.

Saves our forests, water, and soils by finding ways to use them more wisely.

Finds better ways to handle, ship, store or process farm products.

Keeps insects and diseases from destroying our crops and animals.

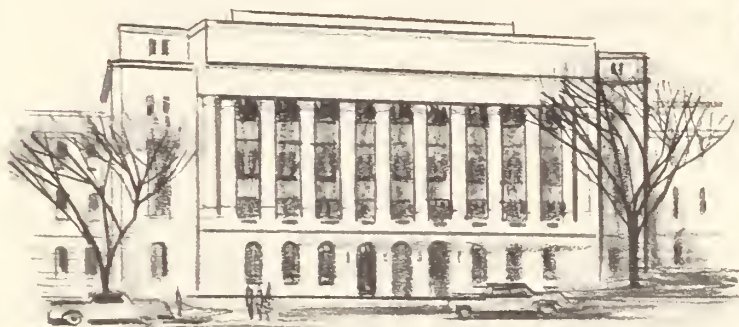
Inspects meat for quality — fights forest fires — insures crops.



WHAT YOU WILL DO

As a Typist or Stenographer you will be an important part of one of the Federal Government's oldest and most reliable bureaus; it will be your responsibility to see that our policies follow their appropriate channels. Besides typing letters, filing, and taking dictation you will accept and place long-distance telephone calls, make travel arrangements for your supervisor, and serve as receptionist to a host of interesting people.

Your opportunities for advancement will be excellent if you are willing to accept responsibility. These include higher level (clerical and) secretarial positions as well as positions in the administrative management and statistical fields. You may also move into one of the many professional fields available within the Department according to your educational background.



WHERE YOU WILL WORK

Maryland

● BELTSVILLE

● HYATTSVILLE

*District of
Columbia*

ARLINGTON

Mall

Capitol

Virginia

ADMINISTRATION
SOUTH BUILDING



WHAT YOUR FRINGE BENEFITS WILL BE

Optional life insurance — cost $27\frac{1}{2}\%$ each 2 weeks per thousand of base salary.

Optional hospitalization plan — excellent coverage and low cost.

Good retirement system — if you leave the Federal service before you are eligible for retirement, you can get a refund of your money.

Liberal leave system — you earn:

Sick Leave — 13 work days per year

Annual leave — 13 work days for the first 3 years, 20 work days thereafter.



WHAT WE WILL DO FOR YOU

TRANSPORTATION COSTS — COUNSELING —
LOANS — ORIENTATION

Transportation costs involved in reporting to your job in Washington, D.C., can be paid under the following methods:

1 — The Federal Government will reimburse you

for travel and transportation costs (limit \$75.00) if you agree to remain in Federal service for 1 year.

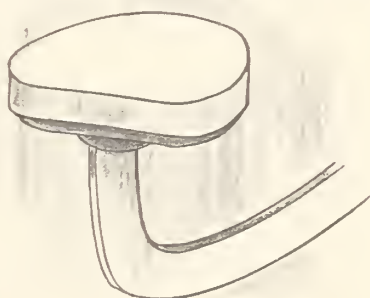
or

- 2 — You may possibly be eligible for financial assistance through a State-County aid program. Contact your local State Employment Office for details of eligibility.

Professional counseling and advisory services are available to anyone with a personal or job-involved problem.

If you should need money for room and board while you are getting established, we may be able to be of assistance through the interest-free loan program of the USDA Welfare and Recreation Association.

You will receive a general orientation into the Department of Agriculture, your Agency, and the Federal service as a whole.



EDUCATION, HOUSING, RECREATION

Washington, D.C., is a fascinating area, especially for the newcomer. It offers much in the way of educational and cultural advantages. You will live and work in a comfortable, convenient, and friendly atmosphere.

EDUCATION Many of our employees find it of benefit to continue their education after hours. Many of the local colleges and universities offer full curriculums for evening students. The U.S. Department of Agriculture Graduate School offers many courses of interest, some of which are credited by colleges and universities.

HOUSING We, in the Department of Agriculture, try to help you get oriented to your new environment. We suggest, as well as help you find, economical living quarters. The average cost for



rooming houses including meals is \$22.50 to \$27.50 per week. While living in a Washington rooming house you will meet people such as yourself, who are new to the area.

You may enjoy the convenience of metropolitan living in the District of Columbia or you may like suburban living in Virginia or Maryland. Apartments are from approximately \$85 per month and up. If you share an apartment with one to three roommates you can live within your budget in a modern apartment. However, we do suggest that you locate temporarily and look carefully for permanent facilities to suit your taste.

Public transportation is considered economical and excellent for most of the metropolitan area. An automobile is not a necessity unless you locate in some of the outlying suburbs. Even then, there are many carpools formed from these areas to U.S. Department of Agriculture offices.

RECREATION Of course, there are the many attractions in the Nation's Capital: The White House, Capitol Building, Smithsonian Institute, and the many memorials to the great people of our Nation and the world. The surrounding countryside offers National and State Parks, mountains, fine beaches, and historical sites. Throughout the year there are many free concerts, parades and special events in the area. Washington is famous for its fine restaurants, live theater, first-run movies, and offers the finest in entertainment. There are many private, social, and church clubs which are designed to suit your interests.

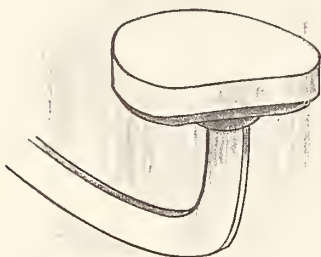
We believe you will find living in Washington, D.C., a rich and rewarding experience.

HOW DO I QUALIFY?

To qualify, you must meet the following requirements:

1. Be an American citizen.
2. Be physically able to work.
3. Meet the minimum age limit of 18; except in the case of high school graduates where the minimum age is 16.
4. Pass a written examination testing verbal, clerical, typing (40 w/p/m or more), and stenographic abilities (if you are applying for a steno position).

All qualified applicants are considered without regard to race, creed, color, sex, or national origin.



IT'S EASY TO APPLY

1. Drop tear-off post card (postage free) in a mail box and await further instructions.
or
2. Contact your local Post Office, Civil Service Commission Office, or your school placement counselor for instructions on filing for a Federal position.

WHAT YOU WILL EARN



I am interested in more details
about a career in USDA as a

☐ Stenographer
☐ Clerk Typist

NAME: _____

ADDRESS: _____

☐ I (have) (have not) taken an appropriate Civil Service test.

☐ I would like further information on where to take the Civil Service test.

UNITED STATES DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250
OFFICIAL BUSINESS

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